* Open the Internet and go to the 7th grade Webpage
* Click on the ***Great Wall*** data file.
* Choose SAVE. When you save, you will need to SAVE AS **GreatWall1 XX.** *(XX are your initials)*
* Be sure to save INTO your Computer Folder on Yourname on Leaddog.
* Add a header to your document: *Name, 7pdX Great Wall Date*
* Change the view to Draft View. Can you see the sides of the page?

What do you notice about this view that makes it different from the other views?

* Change the view to Print Layout View. Can you see the sides of the Page?

What else do you notice on the sides of your screen?

* Change the view to Full Screen Reading View. At the top of the screen, what can you see?

* Close out of Reading View and go to Web Layout View. How wide is the ruler across the top of your screen?
* Return to Print Layout View.
* Be sure to click on the Home Tab at the top of your screen. Find the ¶ symbol. Turn the ***Formatting Marks (Show/Hide) ON.***
* SAVE.
* Move your insertion point until it is exactly at the end of the number 6,000 in the first sentence.
* Tap the spacebar and type **km**.
* SAVE.
* Using the down and right arrow keys, move your insertion point until it is exactly between the two o letters in the word *too. (Minor kings, called warlords, built individual walls too defend their…)*
* Use BACKSPACE to remove the extra *o.*
* Use the down arrow key to place your cursor between the two letters *e* in the word *bee.*
* Use DELETE to remove the extra *e.*
* Use your arrow keys to place your insertion point between the letters *n* and *d* in the word *Huandi.* Type the letter *g.*
* SAVE.
* Double-click the letter *Yellow* in the first sentence of the first paragraph.
* Type *Yalu*
* Select the word *over* in the first sentence of the third paragraph.
* Use DELETE to get rid of it.
* Press CTRL+Home. Where does your cursor go?
* SAVE
* Preview your document. Do you have more than one page?
* Print, staple to this worksheet, turn into the tray by the printer.